

# **Records Retention and Disposition Schedule**



## **Civil Records of the Supreme and County Courts**

**Division of Professional and Court Services  
Office of Records Management**

**Revised April 2023**

## Procedures for Requesting Disposition Authorization

You must submit a Records Disposition Request Form and receive approval from our office before disposing of **any** records.

You can access a copy of the Records Disposition Request Forms at the following link:

<http://ww2.nycourts.gov/sites/default/files/document/files/2020-12/RDR-fillable20201208.pdf>

Return all completed forms, by mail, fax, or email to one of the following:

NYS Office of Court Administration  
Division of Professional and Court Services  
Office of Records Management  
25 Beaver Street, 7th Floor  
New York, NY 10004

Fax: 212-428-2880

E-mail: [DISPOREQ@nycourts.gov](mailto:DISPOREQ@nycourts.gov)

You can reach us by phone at 212-428-2875.

This retention schedule is printed with color to help you identify whether a series or sub-series of records is or will be eligible for destruction. The guide below explains the color-coding.

**Red: Permanent Records**

A records series title and number in red indicate records must be retained permanently.

**Green: Non-Permanent Records**

A records series title and number in green indicate records may be eligible for destruction, depending on the age of the records.

**Orange: Both Permanent and Non-Permanent Records**

A records series title and number in orange indicate the records series includes permanent and non-permanent records. Be especially careful when reviewing records in this category.

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**New York State Unified Court System  
Civil Records of the Supreme and County Courts  
Records Retention and Disposition Schedule**

The following retention periods apply to the civil records of the Supreme and County Courts and their predecessor courts.

**All records created prior to 1950 are to be retained permanently.**



# Case Files

A case file contains all papers and documents relating to a case. It includes but is not limited to Summons; Complaint; Affidavit of Service; Request for Judicial Intervention; Note of Issue; General Preference Application; Stipulation; Jury Demands; Answers; Motions; Orders, including Orders of Protection; Proofs of Publication; Transcripts; Decisions; Judgments; Warrants; Record on Appeal; in Matrimonial cases, a Certification by Attorney; and all other papers which must be filed with the Court. (Components of case files may be filed separately under headings such as “Proceedings in Action,” “Supreme/County Court Orders,” etc. The case file may also be called the Judgment Roll.) Note that some courts currently store some of the documents listed above separately from the case file. These documents have been distinguished as separate records series in these schedules but have the same retention requirements as the related case files.

**20010      Adoptions**

Sealed records of adoption case proceedings.

**Retain permanently.**

**20020      Article 78**

Record of a proceeding brought to review the determination of a public official or body to compel a public official or body to perform its duty as mandated by law, or to prohibit a public official or body from performing actions beyond its legal authority.

**Retain permanently.**

**20030      Change of Name**

Records of Change of Name case proceedings.

**Retain permanently.**

**20040      Commissioner of Excise**

Records of proceedings to rescind a liquor license or to enforce the forfeiture of a bond.

**Retain permanently for research purposes.**

**20050      Commitment Pursuant to Mental Hygiene Law (also known as Lunacies)**

Sealed records of the commitment of an individual to a mental health facility.

**Retain permanently.**

- 20060 Committees (also known as Lunacy Papers, Incompetents, and Habitual Drunkards)**  
Records of proceedings relating to the sale or management of real or personal property by a court appointed trustee on behalf of an individual who has been committed to a state facility for the mentally ill, mentally retarded, or alcoholically impaired.  
**Retain permanently.**
- 20070 Condemnation**  
Records of seizure, assessment, and apportionment of compensatory damages for property taken by the government or another agency in the public interest. Includes petitions and orders appointing commissioners, testimony, objections to commissioner findings, terms of final decrees, maps of damages and benefitted property, and supplementary reports.  
**Retain permanently.**
- 20080 Conservatorships**  
Record of proceedings relating to the sale or management of real or personal property of adults who have been found, on petition, to be unable to care for their property or for others dependent upon them, but who have not been found to be incompetent and committed to a mental health facility.  
**Retain permanently.**
- 20090 Contracts**  
Records of litigation between two or more parties involving contractual issues.  
**Retain for twenty-five years from date of disposition, then destroy, except for a sample to be retained permanently for research purposes.**
- 20100 Foreclosures**  
Records of proceedings to sell or transfer title to real property to a creditor who holds a mortgage or lien on the property as a result of non-payment of a debt.  
**Retain permanently.**
- 20110 General Assignment for the Benefit of Creditors including Insolvents and Imprisoned Debtors**  
Records of transfers of assets by a debtor to a court-appointed assignee for the benefit of all creditors. May also include petitions for relief and/or release from prison.  
**Retain permanently.**

- 20120      Guardianships (also known as Infancy Cases, Infant's Sale of Real Estate, and Infant Papers)**  
Records of proceedings relating to the real or personal property of a minor. Papers include but are not limited to appointments, bonds, accountings, and releases.  
**Retain permanently.**
- 20130      Habeas Corpus**  
Records of proceedings to compel a custodial authority to produce the individual in their custody in court.  
**Retain permanently.**
- 20140      Indentures (also known as Apprenticeships)**  
Records of court-approved contracts binding a minor to work for an individual or company for a specific period of time. Indentures list the terms of the contracts.  
**Retain permanently for research purposes.**
- 20150      Matrimonials**  
Records of a divorce or annulment proceeding. Includes certification by attorney attesting to the veracity of the submitted papers.  
**Retain permanently.**
- 20160      Mortgage Commission**  
Proceedings involving a Depression-era commission appointed to administer the property mortgage portfolios of collapsed banks.  
**Retain permanently.**
- 20170      Partitions (also known as Decrees to Partitions)**  
Records of judicial separation of the interests in land of joint owners. Series may document the court-ordered sale of land.  
**Retain permanently.**
- 20180      Paternity (also known as Orders of Filiation and Bastardy Cases)**  
Procedures determining the paternity of a child.  
**Retain permanently.**

- 20190      Small Claims Assessment Review (SCAR)**  
Record of appeal of the assessment of real property by an expedited proceeding. Review of assessment is valid for the year of action only.
- a) If There is No Change in Assessment**  
Retain for six years from date of disposition, then destroy.
- b) If There is a Change in Assessment**  
Retain for twenty-five years from date of disposition, then destroy.
- 20200      Surrender of Children**  
Sealed records of voluntary surrender of children by the parents or guardian.  
Retain permanently.
- 20210      Tax Certiorari**  
Records of court review of the actions of a public official or body in the assessment of real property taxes.  
Retain for twenty-five years from date of disposition, then destroy.
- 20220      Torts**  
Records of case proceedings determining liability and awarding damages for wrongful acts.
- a) If Case Results in a Structured Settlement**  
Retain for seventy-five years from the date of disposition, then destroy, except for a sample to be retained permanently for research purposes.
- b) All Other Torts**  
Retain for twenty-five years from the date of disposition, then destroy, except for a sample to be retained permanently for research purposes.
- 20230      Other Case Files**  
Records of civil actions not defined as a separate record series in this section (numbers 20010-20220).  
Retain permanently.
- 20235      Transferred Case Files**  
Exact copies of files transferred to another court *for jurisdiction*.  
Retain for one year, then destroy.

# Supplemental Case Records

- 20240      Appraisal Reports**  
Estimates of the value of real or personal property. Submitted to the court in support of a claim or with an application to sell the property appraised.  
**Considered part of the case file. File in case file. If filed separately, retain for the same length of time as the case file.**
- 20250      Arbitration Reports**  
Court copy of arbitration report filed with the court by the Arbitration Commissioner.  
**Considered part of the case file. File in case file. If filed separately, retain for the same length of time as the case file.**
- 20260      Bond Books**  
Bound volumes containing bonds filed in civil actions.  
**Retain permanently.**
- 20270      Bond Books – Index**  
Any manual or machine-readable material that provides information on access to Bond Books.  
**Retain permanently.**
- 20280      Bonds (also known as Undertakings, Sureties and Recognizances)**  
Bonds filed in civil actions.  
**Retain permanently.**
- 20285      Certificates of Judgment**  
Document used as a transmittal cover sheet for Transcripts of Judgment filed in other counties.  
**Retain for twenty-five years, then destroy.**
- 20290      Change of Name – Index**  
Any manual or machine-readable material providing information on access to the Change of Name case files and/or recording books.  
**Retain permanently.**

- 20300 Change of Name Recording Books**  
Bound volumes containing reproductions of the judgment filed in a change of name proceeding.  
**Retain permanently.**
- 20310 Court Costs (also known as Bill of Costs)**  
Petition filed by the judgment creditors itemizing costs incurred in seeking judgment and requesting court approval of their addition to the judgment award.  
**Considered part of the case file. File in case file. If filed separately, retain for the same length of time as the case file.**
- 20320 Court Reporter Notes and All Other Recordings of the Court Not Listed as a Separate Records Series Title**  
Stenographic tapes, pads, audio tapes, or machine-readable systems which record the proceedings of the court.  
**Retain for five years, then destroy.**
- 20330 Court Reporter Transcripts and Transcripts of All Other Recordings of the Court Not Listed as a Separate Records Series Title**  
Transcripts of the court reporter notes.  
**Considered part of the case file. File in case file. If filed separately, retain for the same length of time as the case file.**
- 20340 Depositions (also known as Commissions for Depositions and Letters Rogatory)**  
Depositions and records of testimony taken from witnesses outside the court by a court-appointed representative to be admitted as evidence. Includes the appointment papers and oath of the court-appointed representative.  
**Considered part of the case file. File in case file. If filed separately, retain for the same length of time as the case file.**
- 20350 Designation of Appointments**  
Bound volumes containing orders appointing a committee for an incompetent.  
**Retain permanently.**
- 20360 Designation of Appointments – Index**  
Any manual or machine-readable material that provides information on access to the Designations of Appointment.  
**Retain permanently.**

- 20370 Designations to Accept Services**  
Bound volumes containing orders appointing an individual to accept service on behalf of out-of-state corporations or another individual.  
**Retain permanently.**
- 20380 Executions – Satisfied (includes Income Executions and Sheriff’s Certificate of Sale)**  
Court order for the garnishee of wages or the sale or transfer of real or personal property to satisfy a judgment debt.  
**Retain permanently.**
- 20390 Executions – Unsatisfied (includes Defective Executions)**  
Court order for the garnishee of wages or the sale or transfer of real or personal property to satisfy a judgment debt that was unsatisfied or defective.  
**Retain for twenty years from date of filing, then destroy.**
- 20400 Exhibits**  
Exhibits presented as evidence in a case.  
**Return to party who introduced it immediately after disposition, unless otherwise directed by the court. If not claimed, retain for thirty days, then destroy, provided express notice has been given.**
- 20410 Judgment Books**  
Bound volumes containing recorded copies of judgments entered by the court.  
**Retain permanently.**
- 20420 Judgment Books – Index**  
Any manual or machine-readable material which provides information on access to the Judgment Book.  
**Retain permanently.**
- 20425 Judgment Ledgers**  
Judgments filed with the County Clerk by other agencies, e.g., NYC Environmental Control Board Violations and Liens and NYC Tax Warrant Judgments.  
**Retain for twenty-five years, then destroy.**
- 20430 Lis Pendens (also known as Notice of Pendency of Action)**  
Record filed with the court to prevent the sale of real property under dispute in a civil case.  
**Retain permanently.**

- 20440 Lis Pendens Books**  
Bound volumes containing Lis Pendens papers.  
**Retain permanently.**
- 20450 Lis Pendens Books – Index**  
Any manual or machine-readable material which provides information on access to Lis Pendens Books.  
**Retain permanently.**
- 20460 Miscellaneous Court Papers**  
Logbook or case papers maintained by County Clerk to record/file a variety of activities and appointments, including court activities. May contain almost any civil action ranging from adoptions, divorces, and change of names to extensions of mechanic liens.  
**Retain permanently.**
- 20470 Miscellaneous Court Papers – Index**  
Any manual or machine-readable system providing access to Miscellaneous Court Papers.  
**Retain permanently.**
- 20480 Notes of Issue**  
Record filed with the court indicating the parties are ready for trial.  
**Considered part of the case file. File in case file. If filed separately, retain for the same length of time as the case file.**
- 20490 Notice of Appeal**  
Record filed with the court indicating the intention of a party to appeal the trial court decision.  
**Considered part of the case file. File in case file. If filed separately, retain for the same length of time as the case file.**
- 20500 Order Books**  
Bound volume containing reproductions of orders.  
**Retain for one year or until no longer needed, whichever is sooner, then destroy.**
- 20510 Order Books – Index**  
Any manual or machine-readable material which provides information on access to the Order Book.  
**Retain for one year or until no longer needed, whichever is sooner, then destroy.**



- 20520 Orders Appointing Receivers**  
Bound volumes containing orders appointing receivers in General Assignment Proceedings and Foreclosures.  
**Retain permanently.**
- 20530 Orders Appointing Receivers – Index**  
Any manual or machine-readable material which provides access information on the Orders Appointing Receivers.  
**Retain permanently.**
- 20540 Partition Books**  
Bound volumes containing decrees documenting judicial separation of the respective interests in land of joint owners. May document the court-ordered sale of land.  
**Retain permanently.**
- 20550 Records on Appeal (also known as Cases and Exceptions)**  
Printed bound records submitted to the Appellate Division or the Court of Appeals by the appellant, presenting the evidence upon which the appeal is based.  
**Considered part of the case file. File in case file. If filed separately, retain for the same length of time as the case file.**
- 20560 Referee's Reports**  
Reports filed by referees appointed by the court summarizing findings of fact and making recommendations in a variety of types of civil cases.  
**Considered part of the case file. File in case file. If filed separately, retain for the same length of time as the case file.**
- 20570 Register of Adoptions**  
Sealed recording book of papers filed in adoption proceedings.  
**Retain permanently.**
- 20580 Register of Adoptions – Index**  
Any manual or machine-readable material which provides information on access to the Register of Adoptions. Sealed.  
**Retain permanently.**

- 20590 Request for Judicial Intervention (RJI) Files**  
First application by plaintiff, defendant, or a petitioner requesting the intervention of the court in a lawsuit. Initiates case and triggers judicial assignments.  
**Considered part of the case file. File in case file. If filed separately, retain for the same length of time as the case file.**
- 20600 Satisfactions**  
Filed with the court by a judgment creditor advising that the debt has been paid and the judgment satisfied.  
**Retain permanently.**
- 20610 Separation Agreements**  
Sealed records filed with the court specifying the terms under which a married couple agrees to live separately.  
**Retain permanently.**
- 20620 Stipulations**  
Agreements signed by the parties on any matter, including the terms of an agreement to settle the case.  
**Considered part of the case file. File in case file. If filed separately, retain for the same length of time as the case file.**
- 20630 Subpoenaed Records**  
Records which have been subpoenaed by the court from an agency, organization, or individual.  
**Return to the party who submitted it immediately after disposition unless otherwise directed by the court. If not claimed, retain for thirty days, then destroy provided express notice has been given.**
- 20640 Transcripts of Judgment**  
Certified statement of the court's judgment.  
**Retain permanently.**
- 20645 UCS Domestic Violence Registry Information (also known as Family Protection Registry Information Sheet and Information Sheet); Addendum to Information Sheet**  
Form attached to the Orders of Protection sent to the Family Protection Registry for entry into the UCS Domestic Violence Registry. Contains pedigree and case processing information.  
**Retain for one year, then destroy.**

**20650**

**Wills**

Recorded wills filed with the County Clerk.  
**Retain permanently.**

# Case Management Records

- 20660      Arbitration Attorney Rosters**  
List, card file, or any other recording system which documents attorney availability and participation in a court's arbitration program.  
**Retain permanently.**
- 20670      Assignments of Judgment**  
Records of the assignment of unsatisfied judgment debts from the creditor to another individual or organization.  
**Retain permanently.**
- 20680      Calendars**  
Daily or weekly schedule of cases to be heard before the court.  
**Retain for one year or until no longer needed, whichever is sooner, then destroy.**
- 20685      Calendar Index Books: General/Equity/Matrimonial**  
Books maintained by Part Clerks, listing cases heard in their parts.  
**Retain for ten years, then destroy.**
- 20690      Calendars – Term**  
Schedule of cases to be heard before the court during a single term.  
**Retain permanently for research purposes.**
- 20695      Caseload Activity Reports**  
Court copies of the caseload activity reports (UCS-101) filed with the Office of Court Administration.  
**File original with Office of Court Administration.**  
**Retain court copy for one year, then destroy.**
- 20700      Clerk's Register of Civil Actions (File and Entry) Books (also known as Clerk's Minute Books)**  
Logbook listing all papers filed in civil proceedings with a description of the types of papers and the dates filed.  
**Retain permanently.**

- 20710 Clerk's Register of Civil Actions – Index**  
Any manual or machine-readable material providing information on access to the Clerk's Register of Civil Actions Book.  
**Retain permanently.**
- 20720 Court and Trust Fund Books (also known as Registry of Monies to be Deposited with County Treasurer)**  
Logbook recording the payment and disposition of funds ordered by the court to be held in escrow by the court or county clerk.  
**Retain permanently.**
- 20730 Fiduciary Applications**  
Applications (UCS-852) by individuals seeking appointment as a fiduciary.  
**Retain for seventy-five years, then destroy.**
- 20740 Fiduciary Rolls**  
List of fiduciaries available for court appointment.  
**Retain until roll is updated, then destroy.**
- 20745 Index Number Application**  
Form used to initiate purchase of an Index Number.  
**Retain for six years, then destroy.**
- 20750 Judgment Dockets**  
Chronological logbook of judgments entered by the County Clerk. Lists the names of the judgment debtor and creditor; the date, time, and court where the judgment was entered; the amount; and whether or not satisfied.  
**Retain permanently.**
- 20755 Log of Order Numbers (also known as UCS Domestic Violence Registry Log of Order Numbers)**  
Form listing order numbers for Orders of Protection issued in matrimonial cases which are entered in to the UCS Domestic Violence Registry.  
**Retain for one year, then destroy.**
- 20760 Medical Malpractice Panel – Activity Files**  
File maintained by the court tracking the activity of medical malpractice panels including appointments and notification of hearing dates.  
**Retain for five years, then destroy.**

- 20770 Medical Malpractice Panel – List**  
List of individuals qualified and available to serve on medical malpractice panels.  
**Retain until list is updated, then destroy.**
- 20780 Medical Malpractice Panel – Reports**  
Reports of panel findings.  
**Retain panel copy for five years, then destroy. (Submitted reports will be in case file.)**
- 20790 Minute Books**  
Record of courtroom proceedings maintained by Part Clerk. Includes names of participants, jurors, witnesses, attorneys, lists of evidence, types of papers submitted, and a log of all activities occurring in the courtroom.  
**Retain permanently for research purposes.**
- 20800 Motion Logbooks**  
Logbook maintained by the court to track the intake, processing, and disposition of motions.  
**Retain for one year from date of last entry, then destroy.**
- 20810 Referee Assignment Card File**  
Card file maintained by the court to track the assignments and activity of referees or Judicial Hearing Officers, including notification of hearing dates and submission of the referee or Judicial Hearing Officer reports to the court.  
**Retain until updated, then destroy.**
- 20820 Rule Books**  
Daily record of court rules and orders. Includes names of attorneys, titles of action, and summaries of the text of the order or rule.  
**Retain permanently.**
- 20825 Statistical Reporting Forms**  
Forms which gather case statistical data. Includes UCS-111.  
**Retain for one year, then destroy.**
- 20830 Surplus Monies Log**  
Logbook recording the deposit of surplus money from an assignment, foreclosure, or other court-ordered sale.  
**Retain permanently.**

**20840 Trial Card File (also known as Calendar Cards)**

Card file maintained by court to track active cases. Card gives names of the plaintiff, defendant, and attorneys; case index number and calendar number; type of action; and lists papers filed and court events with dates.

**Retain for five years after disposition, then destroy.**

**20850 Trial Card File – Index**

Card file or other indexing material which provides information of access to the trial card file.

**Retain for five years after disposition, then destroy.**

**20855 Unrecorded Records**

Documents filed with the court that cannot be recorded.

**Retain for two years, then destroy.**

# Jury System Records

## **20860 Attendance Records**

Cards, logs, or lists used to record juror attendance.

**Retain for six years, then destroy.**

## **20870 Ballot Cards**

Juror identification cards used to select jurors for voir dire panels.

**Retain until end of term, then destroy.**

## **20880 Juror Master List**

List of residents of the city, town, or village who have been qualified to serve as jurors in the local court.

**Retain until updated copy has been received, then destroy.**

## **20890 Juror Summons**

Documents used to notify prospective jurors that they have been summoned to serve.

### **a) If Used to Note Attendance**

**Retain for six years, then destroy.**

### **b) If Not Used to Note Attendance**

**Retain for one year or until no longer needed, whichever is sooner, then destroy.**

## **20900 Panel Sheets (also known as Minutes of the Jury Drawing)**

List of jurors summoned to a jury pool.

**Retain permanently for research purposes.**



# Records of Ancillary Court Activities

Records which document functions of the court which are not related directly to the exercise of the court's civil and equity jurisdiction. These functions are mandated by statute.

**20940      Almshouse Commitments (also known as Applications, Proceedings, and Testimony and Decisions in the Matters of [Name of Pauper] a State Pauper)**

Records documenting proceedings to determine an individual's need for public welfare. Usually includes a detailed account from the applicant of his previous places of residence and depositions from witnesses regarding his character.

**Retain permanently for research purposes.**

**20950      Commissioners of Appraisal Papers**

Records documenting the proceedings of court-appointed Commissioners of Appraisal. Appraisers determine the value of property condemned in the public interest or damages to private property caused by the construction or maintenance of utilities, highways, or common carriers operated in the public interest.

**Retain permanently.**

**20960      Commitments to Orphanages and Reformatories**

Records filed with the court documenting commitments of minors to orphanages or reformatories. Includes the name, age, religion, and country of origin of the child, the name and occupation of the parents and whether or not they are alive, and the name and location of the orphanage or reformatory.

**Retain permanently for research purposes.**

**20970      Coroners Inquests**

Records of inquests held to determine cause of death and whether criminal charges should be filed in a case where death occurred suddenly or from natural causes. May include a complete transcript of the inquest and the coroner's decision.

(Note: Retention only applies to pre-September 1, 1965, records.

Retention for post-August 31, 1965, coroner inquests records is governed by Record Retention and Disposition Schedule CO-1 issued by the New York State Archives).

**Retain permanently for research purposes.**

- 20980 Homestead Exemptions**  
Bound volume of homestead exemptions filed with the County Clerk. Exemption prevents judgment creditors from placing liens on a homestead to satisfy a debt.  
**Retain permanently.**
- 20990 Medical Certificates (also known as Certificates of Qualifications as a Medical Examiner in Lunacy or for Mental Deficiencies)**  
Applications filed with the court giving the name and educational background of professionals applying to practice the assessment of mental illness or the testing for mental retardation. Letters of recommendations, copies of diplomas, and other supporting papers may be attached.  
**Retain permanently for research purposes.**
- 21000 Naturalization: Declarations of Intention**  
Bound volumes containing forms completed by individuals applying to be naturalized.  
**Retain permanently.**
- 21010 Naturalization: Index to Naturalization Records**  
Logbook, card file, or any other indexing material that provides information on access to naturalization proceedings.  
**Retain permanently.**
- 21020 Naturalization: Petition and Record (also known as Alien Certificates)**  
Bound volume containing forms completed by individuals who have applied to become naturalized citizens of the United States.  
**Retain permanently.**
- 21030 Naturalization: Receipts for Naturalization Certificates**  
Bound receipt stubs from the sale of Naturalization Certificates.  
**Retain permanently.**
- 21040 Naturalization: Repatriation Applications**  
Bound volume containing application forms submitted by individuals who believe they may have lost their citizenship (usually women who have married aliens) and wish to have it restored.  
**Retain permanently.**

# Predecessor Courts: Rolls

This section of the schedule lists the most common extant records of the predecessor courts to the Supreme Court. Other records of these courts may exist and should be retained permanently. The predecessor courts are: Court of Schout, Burgomasters, and Schepens (1653-1664); Court of Assizes (1665-1684); Court of Chancery (1683-1846); Supreme Court of Judicature (1691-1846); Court of Common Pleas (1691-1846); Superior Court of Brooklyn (N.D.); Superior Court of Buffalo (N.D.); Superior Court of New York (N.D.); Superior Court of Rochester (N.D.); Recorder's Court of Oswego (N.D.); Recorder's Court of Utica (N.D.); and Recorder's Court of Albany (N.D.).

Through the mid-nineteenth century, courts did not create case files containing all papers relating to a proceeding. However, the courts did maintain "rolls" which summarized case proceedings in a case.

## **21050 Judgment Rolls**

Enrolled judgment of court of record, including summaries of pleadings and proceedings at trial, and final judgment orders. Supreme Court judgments before 1797 were on parchment; after 1797, on paper. All Common Pleas judgments were on paper.

**Retain permanently.**

## **21060 Pleading Rolls (also known as Nisi Prius Records, Issue Rolls, and Circuit Rolls)**

Enrolled pleadings sent from Supreme Court to Circuit Court, where trial was held. If returned to Supreme Court, the pleadings roll included minutes of trial and jury verdict.

**Retain permanently.**

# Predecessor Courts: Writs

Before 1847, the common law courts used writs (orders bearing court seal) to order inferior courts or court officers (usually sheriffs) to carry out court orders.

## **21070 Writs of Arrest and Summons**

Writ commencing a civil action. Most common types are writs of capias (order for civil arrest, replaced in 1847 by summons), writs of replevin, and original writs (used to summon corporations). In the colonial period, writs of latitat and bills of New York or Albany were used to notify defendants of the initiation of civil actions.

**Retain permanently.**

## **21080 Writs of Certiorari**

Writ ordering a lower court to return a certified copy of proceedings to a higher court for final judgment or for review after judgment.

**Retain permanently.**

## **21090 Writs of Error**

Writ ordering lower court of record to return judgment record to higher court for review.

**Retain permanently.**

## **21200 Writs of Execution**

Writ ordering a sheriff to execute a judgment. Most common types were writ of fieri facias (fi.fa.), an order to sell judgment debtor's property to satisfy a judgment; and writ of capias ad satisfaciendum (ca.sa.), an order to arrest and imprison a judgment debtor until the debt was paid.

**Retain permanently.**

## **21110 Writs of Inquiry**

Writ ordering sheriff to empanel a jury to determine damages when the defendant had defaulted or confessed liability for the judgment. Includes the jury's inquisition.

**Retain permanently.**

## **21120 Writs of Mandamus**

Writ ordering a court or quasi-judicial body to perform a mandated function or act.

**Retain permanently.**

**21130      Writs of Venire**

Writ ordering a sheriff to empanel a stated number of jurors; may have juror panels attached. Often accompanied by precepts, orders to sheriff to hold trial court.

**Retain permanently.**

# Predecessor Courts: Other Papers

Other types of documents filed with the clerks of common law before 1847, either in accordance with common law procedure or pursuant to statutes.

**21140      Bail Pieces**

Undertaking by bond for civil defendant's appearance in court.  
**Retain permanently.**

**21150      Bill of Costs**

List of court fees assessed against parties in an action or proceeding.  
**Retain permanently.**

**21160      Clerks' Reports of Damages**

Court clerks' determinations of damages due to plaintiffs after defendants' default or confession of a liability for a judgment.  
**Retain permanently.**

**21170      Cognovits**

Defendant's confession of liability for money judgment.  
**Retain permanently.**

**21180      Depositions of Testimony**

Written testimony obtained from witnesses unable to appear in court. Testimony from out-of-state residents was obtained by commissioners appointed by writ of commission. Testimony from transient or invalid witnesses in-state was obtained by court order.  
**Retain permanently.**

**21190      Motion Papers**

Affidavits and notices of motions, briefs, and accompanying papers. May be filed with orders.  
**Retain permanently.**

**21200      Orders and Rules**

Court orders (granted on motion) or rules (granted on application to clerk), other than final judgments. May be filed with motions.  
**Retain permanently.**

**21210 Pleadings**

Plaintiff's declaration of cause of action and remedy sought, defendant's answer or demurrer, and any subsequent pleadings by either party.

**Retain permanently.**

**21220 Revolutionary War Service Affidavits**

Affidavits of Revolutionary War Service filed with the court of record (pursuant to an 1818 Act of Congress) to prove eligibility for federal pension.

**Retain permanently for research purposes.**

# Predecessor Courts: Books

Books and registers documenting court proceedings and filings.

**21230 Bail Books**

Books containing lists of undertakings of special bail to secure civil defendant's appearance in court.

**Retain permanently for research purposes.**

**21240 Insolvent Discharge Registers**

Books containing orders discharging insolvent debtors from further liability for debts after assignment and sale of assets.

**Retain permanently.**

**21250 Writ Registers**

Books containing lists of writs issued by and returned to clerk of court.

**Retain permanently.**